

**Special Event/Fire Watch: Owner Provided:**

A permit is required for a building or property owner, operator, agent, lessee, etc. to provide an approved fire watch when, in the opinion of the fire code official, potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest, or activity; an impairment to a fire protection feature; or the number of persons present. The owner, operator, agent, lessee, etc. shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, when such activity is being conducted, or as required by the fire code official.

If the provided fire watch is for a multi-day event, a separate application must be submitted for each day.

Conditions of this permit are as follows:

- Must have at least one (1) dedicated person with a relief person. This person must have a means of identifying themselves as an authorized representative of fire loss prevention.
- This person shall be familiar with the building and physically able to walk constantly.
- Must have keys to all areas of concern.
- Be trained to identify any fire hazards.
- Know how to use a fire extinguisher.
- Know how to initiate the alarm system.
- Know how to notify the fire department.
- Know the evacuation plan.
- Check all exits and ensure they are clear and accessible.
- Must maintain a log at specified intervals consisting of person on duty, times of patrol, any occurring events, any deficiencies discovered, and the corresponding resolution or action taken.

During the application process be prepared to provide information regarding the reason that a fire watch is required, a description of the type of event or activity, and the start date and time as well the end date and time for the fire watch.